

**RIVERVIEW SCHOOL DISTRICT  
BAND MANAGER  
JOB DESCRIPTION**

**TITLE:** Band Manager

**QUALIFICATIONS:**

1. Bachelor's Degree from an accredited institution.
2. Understanding of computer operations with a demonstrated skill in using technology
3. Strong interpersonal skills for both internal and external communications
4. Strong organization and problem-solving skills
5. Ability to work independently and as a team member
6. Experience associated with activities related to the essential functions noted in this job description
7. The above qualifications are required of any successful candidate. However, the Board/District shall have the discretion, but is not required, to consider any other experience with the Board/District, in its discretion, determines to be comparable or of a similar nature, and in the absence of a candidate possessing all required qualifications, may, but shall not be required to, award the position based upon comparable/similar experience.

**REPORTS TO:** Directly to Principal and/or Assistant Principal

**SUPERVISES:** All Band Activities.

**GOAL:** To assist the band director to be able to lead a thriving that entertains audiences at football games, festivals, parades, and concerts. The marching band program should complement the concert band program, to provide the maximum educational value to the students involved.

**ESSENTIAL FUNCTIONS:**

1. Maintains maturity, professionalism, discipline, encouragement, respect, an understanding of adolescent needs and a student-focused philosophy.
2. Follows board policies and administrative rules and regulations.  
*UNDER THE DIRECTION OF THE BAND DIRECTOR:*
3. Supports Band Director to create a schedule of all parades, festivals, concerts, and football games for the upcoming season (during the summer break)
4. Supports Band Director by working with the principal/athletic director to arrange transportation for all "away" band events (during the summer break)
5. Supports Band Director by arranging for use an instrument truck for all "away" band events (during the summer break)
6. Supports Band Director with the organization of summer band camp (during the summer break)

7. Supports Band Director by preparing (uniforms, instrument transportation, etc.) the band to march in the Kennywood parade, Oakmont Halloween parade, football bonfire parade, Oakmont-Verona Light-Up Night Parade, and Oakmont-Verona Memorial Day Parade (during the summer break)
8. Supports Band Director with making arrangements to have all football games and festivals videotaped, so that students can critically assess their performances
9. Supports Band Director with cataloging and maintain all marching band equipment/instruments. Lend marching band equipment to Riverview students, as needed. Advise on repair and replacement of band equipment/instruments as necessary.
10. Supports Band Director with cataloging and maintain the marching band uniforms. Uniforms are issued to students for use during a single marching season.
11. Supports Band Director with parent communications when requested

**The above statements are intended to describe the general nature and level of work performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed in such a position.**

**POSITION SPECIFICATIONS:**

<b>Physical Demands</b>	<p>Sitting at desk for extended periods          Standing for limited periods of time          Frequent bending, stooping, twisting, reaching, grasping          Light lifting – up to 25 pounds          Frequent carrying – up to 25 pounds          Manual dexterity to use office equipment          Repetitive movement of fingers and hands for keyboarding          Requires physical endurance</p>
<b>Sensory Abilities</b>	<p>Visual acuity to read correspondence, computer screen          Auditory acuity to be able to use telephone and greet visitors and employees          Ability to speak clearly and distinctly</p>
<b>Work Environment</b>	<p>Includes indoor and outdoor responsibilities          The noise level in the work environment varies on a daily basis based on circumstances presented</p>
<b>Temperament</b>	<p>Ability to work as a member of a team          Must be cooperative, congenial and service-oriented          Ability to work in a multi-tasking environment with frequent interruptions</p>
<b>Cognitive Ability</b>	<p>Ability to follow written and verbal directions          Ability to complete assigned tasks with minimal supervision          Ability to read and write          Ability to work independently and make work-related decisions          Ability to exercise good judgment in prioritizing tasks          Ability to communicate effectively</p>

**Specific Skills**

Ability to operate office equipment  
Ability to use computer technology efficiently and effectively  
Must possess proficient data entry skills  
Must possess proficient math and accounting skills  
Must possess strong organizational skills

**Comments**

Position holder must have a friendly, helpful personality and focus their time and energy on the goal of supporting children and customizing learning

*The position specifications described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

*The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are currently being performed and additional duties may be assigned.*

**TERMS OF EMPLOYMENT:**

Supplemental

Stipend, work schedule and other conditions of employment in accordance with the policies of the Riverview School District.

**EVALUATION:**

Performance of this job will be evaluated annually in accordance with provisions of the applicable policies of Riverview School District.

***Riverview School District is an Equal Opportunity Employer.***

***I have read and understand the requirements, duties, and responsibilities for this position.***

***Employee's Signature*** \_\_\_\_\_ ***Date*** \_\_\_\_\_

***Supervisor's Signature*** \_\_\_\_\_ ***Date*** \_\_\_\_\_